TENTH CIRCUIT COURT OF APPEALS

Fillable CJA20 Instructions

YOU MUST USE A SEPARATE VOUCHER FOR EACH HOURLY RATE

Box 1. CIR./DIST./DIV. CODE: This box is precompleted with the four-character location code for the Tenth Circuit, **10CA**.

Box 2. PERSON REPRESENTED: Give the full name of the person counsel is appointed to represent.

Voucher Number. This box for court use only.

Box 3. Leave blank.

Boxes 4-5. DOCKET NUMBERS: Provide the case numbers assigned by the district and appellate courts.

Box 6. Leave blank.

Box 7. IN CASE/MATTER OF (CASE NAME): In criminal cases, enter *U.S. vs. Defendant's Name*. If this is a civil case (e.g., habeas corpus), enter the *Name of the Petitioner vs. the Name of the Respondent* and include the respondent's title. If other than a civil or criminal case (i.e., miscellaneous matters), enter "*In the Matter of*" followed by the Name of the Person Represented.

Box 8. PAYMENT CATEGORY: The box labeled "APPEAL" is prechecked.

Box 9. TYPE PERSON REPRESENTED: Check the box that defines the legal status of the person represented.

Box 10. REPRESENTATION TYPE: From the list below, select the code that describes the type of representation:

> TD = Appeal of a Trial Disposition
> CA = Other Types of Appeals
> AF = Appeal of Civil Asset Forfeiture
> AA - Appeal of a Retroactive Crack/Powder Cocaine Amendment Re-sentencing
> HA = Appeal of Habeas Corpus petition
> D1 = Appeal of Death Sentence (You should be using a CJA30, not a CJA20)

Box 11. OFFENSE(S) CHARGED: Leave blank

Box 12 ATTORNEY'S NAME AND MAILING ADDRESS. Complete Box 12 with the legal name and current address and telephone number of the attorney appointed to represent the person whose name is shown in Box 2.

Box 13. COURT ORDER:. The separate court order appointing you will provide much of the

information for this box. Check the appropriate box (appointed counsel, co-counsel, substitute for FPD, substitute for retained counsel, substitute for other CJA counsel, standby counsel) and insert the name of any counsel you replaced. Leave blank the "appointment date" and the next two boxes – the separate court order appointing you serves these functions. **Leave judge's signature line blank**. Below the judge's signature line insert the date of the order appointing you and, if you were trial counsel, insert the *nunc pro tunc* date found in the separate appointment order (the date the Notice of Appeal was filed will usually be the *nunc pro tunc* date).

Box 14. NAME AND MAILING ADDRESS OF LAW FIRM (*Only provide per instructions*). Leave blank. Tenth Circuit CJA Form 5 fills the purpose of Box 14.

Boxes 15-16. IN-COURT SERVICES/OUT-OF-COURT SERVICES: Enter the applicable hourly rate (e.g., 92.00) where shown in the final line of each box. From your worksheets or invoice (which *must* identify a Box 15 or 16 line for each service described), enter the total number of **hours claimed** (in hours and tenths of an hour) for each in- or out-of-court service category. Once the rate and hours are entered, the form will automatically calculate the **total amount claimed.** Leave blank the "FOR COURT USE ONLY" (the 3rd, 4th & 5th) columns.

Box 17. TRAVEL EXPENSES: From your worksheets or invoice enter the total travel related expenses you incurred incidental to the representation (e.g., transportation, lodging, meals, car rental, parking, bridge, road and tunnel tolls, etc.)

Box 18. OTHER EXPENSES: From your worksheets or invoice enter the total of other expenses incurred during the representation.

Grand Totals. This form will automatically enter the Grand Total claimed. Again, leave blank the "FOR COURT USE ONLY" columns.

Box 19. CERTIFICATION OF ATTORNEY/PAYEE FOR PERIOD OF SERVICE: Enter the dates of your representation of this defendant/petitioner. This is usually from the *nunc pro tunc* date that the Notice of Appeal was filed or as otherwise provided in your appointment order, to the date the voucher is completed or you were permitted to withdraw.

Box 20. APPOINTMENT TERMINATION DATE, IF OTHER THAN CASE COMPLETION: If the appointment is discontinued by order of the court (i.e., substitute counsel or reasons other than disposition of the defendant's case, such as appointment of federal defender, or retention of counsel by a defendant), give the effective date for termination of appointment.

Box 21. CASE DISPOSITION: From the list below, select the code that describes the disposition of the appeal:

     A = Affirmed
     R = Reversed
     0 = Remanded
     RA = Reversed in Part/Affirmed in Part
     AR = Affirmed in Part/Reversed in Part
     1 = Dismissed
     GR = Habeas/Petition/Writ Granted
     DE = Habeas/Petition/Writ Denied

Box 22. CLAIM STATUS: Check the appropriate box indicating whether the request is for final, interim or supplemental payment. Usually this is your *only* application to the Tenth Circuit for payment on the appeal, and you will check both **"☒ Final Payment"** and that you have received **"☒NO"** previous compensation or reimbursement for this case (this question concerns only payments received *from the Court of Appeals*, not from the District Court for trial work on behalf of this appellant). Complete the remaining portions of Box 22, and sign and date the affirmation statement before submitting the claim for court approval. <u>**The voucher will not be processed unless this box is complete.**</u>

<u>LEAVE THE BALANCE OF THE CJA20 FORM BLANK</u>.

At the bottom of the form are these buttons:

PRINT	**SAVE AS**	**EXPORT AS FDF**	**RETRIEVE FDF FILE**	**RESET**

<u>Button Instructions</u>:

PRINT Use this button if you will be submitting the voucher with your pen-and-ink signature

SAVE AS Use this button if you want to save and/or submit your voucher as a .pdf file. If you only have Adobe Acrobat *Reader*, this button will not be available to you.

EXPORT AS FDF Use this button if you want to save the data only, for instance to a spreadsheet. If you only have Adobe Acrobat *Reader*, this button will not be available to you.

RETRIEVE FDF FILE Use this button if you want to add the data from this form to an .fdf file that you previously created by exporting data from an earlier form. If you have only Adobe Acrobat *Reader*, this button will not be available to you.

RESET Use this button to reset to blank all of fillable fields in the form.